



Meeting Minutes

Library Board

Tuesday, June 10, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

Call to Order

The Chair, Sue Anglehart, called the meeting to order at 5:03 p.m.

PRESENT: Sue Anglehart, Kathy Ivey, Araysa Simpson, Aaron Engel, Jessica Thill, Rosanne Northwood, Katie Bittner, Mac Kiel

ABSENT: Erin Raymus

STAFF: Dawn Wacek, Daniel Whitmore, Cynthia Arauz, Miranda Greeno

Agenda Items:

1 Approval of Minutes from Regular Board Meeting – May 13, 2025

Motion to approve the minutes from the regular Board meeting of May 13, 2025.
(Aaron Engel/Kathy Ivey) Carried

2 Approval of Minutes from Special Board Meeting – June 3, 2025

Motion to approve the minutes from the special Board meeting of June 3, 2025.
(Araysa Simpson/Katie Bittner) Carried

3 Approval of Bills & Financial Reports – May 2025

Motion to approve the bills and financial reports from May 2025.
(Aaron Engel/Katie Bittner) Carried

4 Reports

4.1 Director's Report

4.11 Vacancy Report

Livi Hackbarth, who has been with the Library since 2019, has filled the vacant Librarian position in Public Experiences. Her work in Public Experiences will focus on Adult Programming. Livi's previous position as an Associate Librarian in Frontline has been posted internally.

The Library has been holding one FT Librarian position open as leadership considers the needs of each department following the staffing restructure.

After speaking with Operations and Public Service managers in depth, LPL will be internally posting for a FT Librarian position in Outreach and Marketing as that department does not currently have any FT Librarians to support the supervisor and team in developing services. Depending on the results of that process, as well as the upcoming budget parameters meeting on Tuesday, June 24, the Library may hold on filling any resulting Assistant roles.

Ms. Wacek shared with the Board that as the new Library Director, she will be meeting with teams over the next two months for review of suggestions, concerns, and future adjustments needed. With the upcoming Capital Campaign in frame, Director Wacek will also be reviewing service clubs and other opportunities to connect outside of the Library.

4.12 Operations and Service Updates

LPL's annual Summer Library Program has begun and the Library is already seeing a large increase in door counts. The kick-off at Myrick Park was this past Sunday and boasted an impressive turnout of 650! Library staff worked very hard to make it happen.

The Frontline team is continuing to work on training staff and developing manuals for each service point.

The Library has joined the Policy of the Month Club via DPI, which offers an opportunity to review policies and perform an audit of approved policies to see where there may be unaddressed needs. More to come on this.

The budget parameters meeting is scheduled for Tuesday, June 24. Currently reviewing materials expenditures and moving funds currently spent on contract services to the contracts line—i.e. W2W, PITS, Green Button, etc.

4.13 Construction Update

A pre-construction meeting is scheduled for Wednesday, June 11 with Contractor, Grant team, and Architects. Plan to finalize dates for wiring Main Hall and moving remaining furnishings, materials, and equipment in time for a construction kick-off.

The furniture bids for the remodel came in both over budget and without sufficient bids. With this in mind, the Library is going to rebid all packages with some reworking from Architect team. Because this is furnishings only, there is no concern with timing. As a bonus, because LPL came in under budget on construction costs and over on furniture, Grant team is resubmitting budget and including a request for the restrooms to be considered as a part of the project.

4.14 Grant Administration Update

MSA Professional Services has begun work and has already proven to be invaluable. As mentioned, they are assisting with reworking budget request and have already been part of communication with City staff and Contractor.

5 Old Business

5.1 Fund Balance Priorities – Library Vehicle

The Facilities team is moving forward with purchasing a 2025 minivan through the City contract with Enterprise. The total cost has come in at approximately \$46,000. Because this is roughly \$30,000 less than anticipated, leadership will begin investigating whether purchasing a maintenance truck might be possible this year as

well. This information will be brought to a future meeting.

6 New Business

6.1 Board Statement – Special Trustees Expenditures

The Board reviewed the Special Trustees statement draft and recommended one change in structure. Ms. Wacek will make this change and bring it back to next month's Board meeting.

6.2 Library Director – Welcome Open House Expenditure

Motion to approve \$500 from Special Trustees for the welcome open house for Director Wacek.

(Rosanne Northwood/Mac Kiel) Carried.

6.3 Gift – Acknowledgement of Director Grant

The Board requested information about previous gifts approved to acknowledge departing Library Directors and Board members. This will be brought to next month's Board meeting.

7 Topics for Future Meetings

7.1 Visit from Community Foundation Staff – August

7.2 Capital Campaign Planning – Recommendations

7.3 Community Member Grievance Policy/ Procedures

7.4 Budget Forecast

8 Public Comment / Other

Adjournment at 5:38 p.m.

Motion to adjourn.

(Aaron Engel/Rosanne Northwood) Carried

LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

June 2025

	Current Period	Year-to- Date	Percent of Budgeted Amount
<u>DISBURSEMENTS</u>			
City Operating Budget	\$415,322	\$2,451,924	50.77%
In-House Checking	\$7,878	\$65,420	
Total Disbursements:	<u>\$423,200</u>	<u>\$2,517,344</u>	
<u>RECEIPTS</u>			
Misc. Income	\$2,418	\$190,899	112.20%
WRLS Contract	\$0	\$0	0.00%
In-House Checking	\$31,602	\$140,106	
Total Receipts:	<u>\$34,020</u>	<u>\$331,005</u>	

50% of the year has elapsed


LA CROSSE
PUBLIC LIBRARY

RECEIPTS DEPOSITED THROUGH CITY HALL

June 2025

	Current Month Income	Year-to-Date Income	Budgeted Amount	% of Estimated Income for 2024
<u>MISC. INCOME</u>				
Over/Short				
Service Fees	\$0.00	\$509.95	\$0.00	
Damage to City Property	\$162.86	\$4,514.38	\$4,000.00	112.86%
Out of State Registration	\$20.00	\$2,329.83	\$2,500.00	93.19%
Misc. Fees and Fines	\$127.00	\$554.26	\$1,300.00	42.64%
County Contributions	\$0.00	\$180,883.00	\$180,882.00	100.00%
Pcard rebates	\$2,107.66	\$2,107.66	\$5,000.00	42.15%
Sale of Property/Equipment	\$0.00	\$0.00		
Restitution				
WRLSWEB				
Subtotal Misc. Income	\$2,417.52	\$190,899.08	\$193,682.00	98.56%
<u>INCOME FROM WRLS CONTRACT</u>	\$0.00	\$0.00	\$22,654.00	0.00%
Total Income:	\$2,417.52	\$190,899.08	\$216,336.00	88.24%
City Allocation			\$4,984,759.00	
TOTAL BUDGETED INCOME:			\$5,201,095.00	

CITY OPERATING BUDGET REPORT

June 2025

	Budgeted Amount 2025	Current Period Expended	Year-to- Date Expended	% of Total Budget Expended	BALANCE
GENERAL ADMINISTRATION					
Recruitment Fees & Services		\$0	\$0.00		\$0
Salaries (+ \$135,000 unapplied COLA/Step)	\$3,065,612	\$223,713	\$1,473,854	48.08%	\$1,591,758
Cell phone reimbursement		\$125	\$730		(\$730)
Health Insurance	\$702,117	\$106,524	\$331,997	47.29%	\$370,120
Life Insurance	\$16,216	\$324	\$2,849	17.57%	\$13,367
Social Security/Medicare	\$234,519	\$16,442	\$108,784	46.39%	\$125,735
Wisconsin Retirement System	\$197,033	\$14,401	\$92,140	46.76%	\$104,893
Other Benefits		\$0	\$764		(\$764)
Contract Services	\$120,075	\$11,533	\$67,612	56.31%	\$52,463
Conference/Travel Expenses	\$13,725	\$0	\$5,937	43.26%	\$7,788
Telephone Expenses	\$23,000	\$1,826	\$11,138	48.42%	\$11,862
Electricity	\$99,251	\$5,949	\$27,219	27.42%	\$72,032
Water	\$5,414	\$0	\$464	8.56%	\$4,950
Natural Gas	\$62,579	\$1,462	\$21,614	34.54%	\$40,965
Sewer	\$4,930	\$0	\$630	12.78%	\$4,300
Storm Water	\$3,914	\$0	\$395	10.09%	\$3,519
Supplies	\$23,232	\$1,487	\$5,982	25.75%	\$17,250
Gasoline	\$1,000	\$0	\$270	26.95%	\$731
Postage	\$2,300	\$242	\$754	32.78%	\$1,546
Memberships/Subscriptions (WRLS WEB)	\$50,433	\$0	\$49,327	97.81%	\$1,106
Repair & Maintenance	\$73,885	\$1,235	\$36,889	49.93%	\$36,996
R&M Equipment Repair		\$0	\$0		\$0
Building Improvements	\$10,000	\$0	\$0	0.00%	\$10,000
Sub Total:	\$4,709,235	\$385,263	\$2,239,349	47.55%	\$2,469,886
AUTOMATION					
Computer Equipment/Software/Vendor	\$167,560	\$5,123	\$101,623	60.65%	\$65,937
Sub Total:	\$167,560	\$5,123	\$101,623	60.65%	\$65,937
MATERIALS					
Books and Publications	\$324,300	\$24,936	\$110,952	34.21%	\$213,348
Sub Total:	\$324,300	\$24,936	\$110,952	34.21%	\$213,348
TOTAL BUDGET:	\$5,201,095	\$415,323	\$2,451,924	47.14%	\$2,749,171

					ITEM 3B
<u>FUND BALANCE (formerly Carryover)</u>					
	Amount		Expended	% Spent	Available Balance
Fund Balance into 2025	\$136,701.99				
Architectural fees 2024 (paid in 2025)	\$3,565				
Architectural fees 2025 up to \$6600 (approved 5/13)	\$1,356				
Grant Administration up to \$20,000 (approved 5/13)	\$0				
Library Vehicle up to \$76,537 (approved 5/13)	\$46,492				
Total available after expenditures - contingency:	\$35,289				

DETAIL - CITY OPERATING BUDGET

June 2025

GENERAL LIBRARY ADMINISTRATION**TRAINING/CONFERENCE REG - 1004010-521005**

Preservation Alliance of La Crosse	\$80.00 Awards dinner tickets - Archives
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Employee Benefits - 1004010-511050

FMLA Program	\$274.92 Service period 7/1/25 - 9/30/25
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CONTRACTUAL SERVICES - 1004010-520110

De Lage Landen	\$84.60 Monthly copier lease
Little Green Button	\$1,250.00 Email alert system
Mid America Business Systems	\$2,685.00 Archives scanner service contract
Talon Protection Agency 5/1 - 5/31	\$8,075.00 Security services

REPAIR & MAINTENANCE - 1004010-540000

Amazon	\$9.15 Flywheel key
Ledegar Roofing	\$510.20 North roof repair
Menards	\$212.69 Seed, door stop, paint, sign post, lawn mower spark plug,
UniFirst	\$355.29 Mats, mops, & rags

SUPPLIES/MISC - 1004010-532000

Lucas Holdings	\$1,059.05 Library cards
Spoonflower	\$96.56 Wall hangings

TELEPHONE - 1004010-521101

Brightspeed	\$308.60 Analog phone service
Lumen	\$2.79 Long distance charges
Nextiva	\$1,328.05 Phone service
Spectrum	\$170.00 Phone internet service
Verizon	\$46.22 Cell phone service

POSTAGE - 1004010-532060

Quadient	\$241.77 Shipments, Postage equipment rental
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AUTOMATION**COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

Adobe	\$244.93 Creative Cloud all apps
Amazon	\$744.77 Computer cables,
Funds for Learning	\$2,500.00 E-rate consultant fee
Microsoft	\$92.85 Office 365
Mobile Beacon	\$1,200.00 Hotspot renewal
QTH Hosting	\$119.40 Website domain annual renewal
WIX	\$348.00 Regional Read website hosting

IN-HOUSE CHECKING REPORT

ITEM 5

June 2025

RECEIPTS:**1400 ACCOUNT**

	<u>\$1,170.31</u>
Subtotal	\$1,170.31

3400 ACCOUNT**Purpose of Gift**

Scans	\$4.00	Archives
P. Deuster	\$1,000.00	Discretionary - donation
La Crosse Community Foundation	\$100.00	Discretionary - donation
Cash donations (various)	\$805.69	Discretionary - donation
FOL donation in honor of S. Grant	\$1,000.00	Discretionary - Special Trustees furniture
Quarterly interest distribution	\$18,758.51	G. Gordon
Quarterly interest distribution	\$7,334.48	D. Gordon
Cash donation	\$5.00	Pantry
Tiny Art Show donation	\$15.00	Programming - General
BookTok Bingo donation - 608 Brewing	\$300.00	Outreach & Marketing
Planter reimbursement	\$158.05	FOL
Tote Sales	<u>\$44.00</u>	Fundraising
Subtotal	\$29,524.73	

4400 ACCOUNT

	<u>\$0.00</u>
	\$0.00

Total Receipts:	\$30,695.04
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DISBURSEMENTS:**3400 ACCOUNT****Source of Funds - Item Purchased**

Cardmember Services	\$1,376.59	Foundation Grant \$1,256.57 copy paper; Washburn \$97.42 D. Wacek meals WAPL Conference; Outreach/Marketing \$22.60 school outreach ice cream
Cardmember Services	\$4,376.30	Washburn \$235.70 A. Chapes meals and hotel WAPL Conference, -\$215.82 Candice Iloh book return/refund (\$19.88 total spent); Tool Library \$119.00 Ryobi 40V charger; Creation Space \$89.14 button making supplies, glue sticks; Outreach/Marketing \$1,509.48 watercolor book kits, tempera paint sticks, wagon carts, beads, craft glue, painters tape, books, bookmarks, sticker posters, LPL cups, LPL sunglasses, LPL reusable straws, prize drop board; ALA Grant \$7.18 books; Friends of the Library \$53.30 all staff professional development breakfast pastries; Special Trustees \$255.05 S. Grant retirement gift, pastries, refreshments; General Programming \$160.85 Mailchimp, Zoom, Spotify; Pantry \$162.42 disposable cups, chips, protein drinks
Festival Foods	\$152.81	6/8/25 - \$38.63 DH SG retirement food, \$7.58 DH board water, \$13.98 OM icees, \$27.57 PE snacks, \$27.02 PE snacks, \$38.03 ALA Grant snacks
CBS Graphics	\$65.85	ALA Grant - business cards
Walmart - Cardmember Services	\$197.62	\$175.22 OM - 4K Storytime treats, candy for Party in the Park, \$22.40 PE - tape and paint
Bridget Brown	\$763.57	\$685 Archives - Dr. Crocker book design work
Bridget Brown	\$78.57	\$78.57 Pantry - bike lights
Leavitt Communications	\$89.00	Walkie repair
Bernice Olson-Pollack	\$70.00	G. Gordon - 7/5 Qigong class
Jamie Pedretti	\$280.00	G. Gordon - Chair yoga 7/3, 7/10, 7/24, 7/31
Novel Motion Circus	\$720.00	PE - 7/22 Circus Program
Finn Cullen	\$200.00	PE - 7/19 Amadans Band Program
Nicolle Roen	\$150.00	PE - 7/15 Program
The Magic of Isaiah	\$400.00	PE - 7/15 Magic Show
Caleb Strutz	\$425.00	PE - 7/8 Dragon Training Academy Program
Scholastic Inc	\$578.10	PE \$289.05/OM \$289.05 - Book Prizes
VOID		Printing error

Subtotal	<u>\$9,923.41</u>
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4400 ACCOUNT

Subtotal	<u>\$0.00</u>
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Total Disbursements:	\$9,923.41
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IN-HOUSE CHECKING REPORT- SUMMARY

June 2025

MONTHLY ACTIVITY SUMMARY

1400 ACCOUNT (COPY)

End of May Balance	\$25,543.98
Income	\$1,170.31
Disbursements	\$0.00
End of June Balance	\$26,714.29

3400 ACCOUNT (GIFT)

End of May Balance	\$202,203.65
Income	\$29,524.73
Disbursements	-\$7,798.63
End of June Balance	\$223,929.75

4400 ACCOUNT (CREDIT CARD)

End of May Balance	\$40,141.09
Income	\$906.98
Disbursements	-\$79.85
End of June Balance	\$40,968.22

YEAR-TO-DATE ACTIVITY SUMMARY

1400 ACCOUNT (COPY)

Income	\$4,378.69
Disbursements	(\$337.17)

3400 ACCOUNT (GIFT)

Income	\$130,617.60
Disbursements	(\$56,352.47)

4400 ACCOUNT (CREDIT CARD)

Income	\$5,109.23
Disbursements	(\$8,730.19)

GIFT FUND (RESTRICTED) AS OF 6/30/2025

June 2025

	1/1/2024 Balance	YTD Debits	YTD Credits	Current Balance
Library Materials				
Regional Read	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Subtotal:	\$1,196.00	\$0.00	\$0.00	\$1,196.00
Miscellaneous				
Archives	\$34,293.06	\$1,488.12	\$2,863.35	\$35,668.29
Creation Space	\$1,304.24	\$798.60	\$3,524.00	\$4,029.64
Discretionary (Equipment/Furniture)	\$7,002.78	\$1,641.75	\$11,808.76	\$17,169.79
Friends	\$2,370.76	\$2,784.96	\$2,658.05	\$2,243.85
Fundraising	\$25,619.01	\$0.00	\$189.00	\$25,808.01
Donald (Sandy) Gordon Estate	\$801.47	\$0.00	\$10,817.13	\$11,618.60
Gertrude Salzer Gordon Estate	\$10,582.83	\$13,283.59	\$27,729.02	\$25,028.26
Misc.	\$6,073.84	\$3,177.22	\$1,575.26	\$4,471.88
Misc. - Art Fund	\$759.16	\$0.00	\$0.00	\$759.16
Misc. - Banner Project	\$2,010.54	\$0.00	\$1,000.00	\$3,010.54
Misc. - Mobile Library	\$4,011.49	\$0.00	\$0.00	\$4,011.49
North Enhancements	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Pantry	\$9,479.95	\$2,582.96	\$203.16	\$7,100.15
Programming - General	\$868.80	\$990.12	\$235.00	\$113.68
Programming - Public Experiences	\$6,516.42	\$12,881.72	\$10,530.00	\$4,164.70
Programming - Outreach/Marketing	\$2,176.77	\$6,369.55	\$5,300.00	\$1,107.22
Programming - YS Misc	\$2,782.55	\$0.00	\$0.00	\$2,782.55
Spec. Trustees - General	\$1,001.00	\$0.00	\$0.00	\$1,001.00
Spec. Trustees - Board Retreat	-\$462.71	\$0.00	\$462.71	\$0.00
Spec. Trustees - Main Space Audit	-\$271.84	\$0.00	\$0.00	-\$271.84
Spec. Trustees - Retirements	-\$695.51	\$555.05	\$695.51	-\$555.05
Tool Library	-\$218.22	\$179.74	\$1,315.97	\$918.01
Washburn	\$14,963.19	\$3,849.75	\$1,049.01	\$12,162.45
Subtotal:	\$130,969.58	\$50,583.13	\$131,955.93	\$212,342.38
GRANTS				
ALA Grant	4,282.90	\$3,155.64	\$0.00	\$1,127.26
Foundation Grant	\$2,256.82	\$2,256.57	\$0.00	\$0.25
World We Live in Grant (Fiscal Agent)	\$4,737.49	\$4,737.49	\$0.00	\$0.00
Subtotal:	\$11,277.21	\$10,149.70	\$0.00	\$1,127.51
YTD TOTALS				
	\$143,442.79	\$60,732.83	\$131,955.93	\$214,665.89
BANK BALANCE				
				\$214,665.89

Special Trustees

Benchmark and Practices

History

The Special Trustees Fund was established in the 1980's with an originating principal amount of \$126,676.88 as a repository for funds coming to the library for gifts or bequests. It is an investment managed by Trustpoint Financial Services and may only be used with the approval of the Library Board.

It is deemed a restricted fund because the Board practice is to utilize only the fund earnings. These funds may be used for the enrichment of library experiences or capital improvements but will not be used for operating expenses such as salaries or wages.

Historical Statements of Purpose

1/17/1985

The income from the Trust Fund may be used and spent, and the principal to be preserved intact.

8/29/1985

Resolved that the La Crosse Trust Company, agent of the La Crosse Public Library Trustees Special Fund, is hereby authorized to make distributions from income and/ or principal of said agency at the written direction of either the current president or vice president by consent of the Board.

1/16/1986

The Board of the Library Trustees recognizes the tradition established by the city of La Crosse in providing funding for high quality basic public library service to its citizens. Recognizing also the opportunity to enrich library service, the Board hereby adopts a policy of encouraging, seeking, and receiving gifts of money and property to the library, conditioned upon the commitment that such gifts, unless otherwise stipulated, will be used for service enhancement, special programs, building renovation or expansion, and experimental opportunities beyond those which have constituted traditional city responsibilities. Any restriction on a gift or request will be honored if the restriction is consistent with public and library policy.

05/15/2014

The Board's practice is not to spend above the fund's earnings, or to spend principal to meet operating expenses as per the motion to clarify the practice.

While the current fund balance is over one million dollars, the Board controls this investment. Donations were made with the understanding that gifts would be utilized for specific expenses that the operating budget cannot or should not cover. The board has the obligation to honor the donor's requests and utilize the funds for the intended purpose.

Library Board Spending Practice

The original bequests of \$126, 676.88 and later gifts totaling \$917,543.12 offer an established principal amount of \$1,044,220.00. The Board continues to prefer to spend only the fund earnings when financing special projects and capital, but may at their discretion, spend principal to fund specific enhancements with the goal of recouping that amount as quickly as feasible after expenditure.

From 1985 to 2024, the Board invested \$1,837,816 in various capital and special projects and remains committed to maintaining a balance exceeding one million dollars.

In 2025, the Board approved the allocation of up to \$195,000 from the \$1,049,921.40 balance to support a remodel of the first-floor restrooms as an in-kind contribution to the FFP Grant-funded renovation.

Statement of Purpose and Continuing Practice 2025

The Board continues to prefer to spend only the fund earnings when financing special projects and capital, but may, at their discretion, spend principal to fund specific enhancements with the goal of recouping that amount as quickly as feasible after expenditure. Special Trustee funds are not to be utilized for regular operating expenses.

